

CUMULATIVE AVERAGE DAILY MEMBERSHIP END DATE CODES

The ADM End Date Codes fall into six categories:

- Category 1 – Indicates students who are expected to continue to be enrolled in the district.
- Category 2 – Indicates evidence has been received that the student transferred out of the district, exited to home school/private school, or has left the country.
- Category 3 – Indicates students who have not received a diploma or certificate and are no longer receiving K-12 educational services (e.g., drop-outs, exceeded age requirements, permanent expulsion).
- Category 4 – Indicates students who have completed an approved program or met certain criteria (includes diplomas, GEDs, and certificates).
- Category 5 – Indicates students who are no longer enrolled in the district for various reasons but are expected to return.
- Category 6 – Indicates students who are deceased or have returned after receiving a completion credential and exited again.

CATEGORY 1

1A – Indicates students who are expected to continue in the same resident school within the same resident district.

Examples:

- Students who have changed grade or program type within the same school.
- Students who are expected to continue in the same school next year.
- Students who are still enrolled in the same school at the end of a reporting period.

1B – Indicates students who transferred to a different resident school within the same resident district.

Examples:

- Students who transfer from elementary to middle school or from middle school to high school.

1C – Indicates students who are expected to continue in the same resident district receiving educational services but are not assigned to a school.

Example:

- Students who receive district-provided educational services, such as individualized education outside a school setting (i.e. hospitalized/homebound students).

1D – Indicates students who are expected to continue in the same resident district, but no specific school information is available.

Example:

Students have completed the school year but their assigned school for the following year has not been determined.

CATEGORY 2

2A – Indicates evidence has been received showing the student transferred to another public school district or public agency in the same state. Documentation is required.

Example:

- Students who transfer to a new Oregon public school in another resident district and a records request is received. Seeing the student reported elsewhere in the SSID system does not count as documentation for this ADM end date code.

2B – Indicates students who are enrolled in a nonpublic K-12 school or setting in the same state. Documentation is required.

Examples:

- Students who are ESD Registered home school students.
- Students who leave the public school to attend a private school.
- Students who transfer into private rehabilitation or residential facilities that has a high school diploma program for which the original district does not pay.
- Students who transfer into Job Corps programs that offer a high school diploma program.

2C – Indicates students who transferred to a public or nonpublic school in another state or outside the United States. Documentation is required.

Examples:

- Students who transfer to another state and enroll in school. Evidence of continued enrollment must be received.
- Foreign exchange students who return to their home country and enroll in a public or nonpublic educational facility.
- Students that emigrate.

2D – Indicates students that have transferred out of the school district into a non-degree granting district, school, or program that is not included in accountability reporting. Documentation is required.

Examples:

- Students who transfer to a non-school, state operated facility, such as a juvenile detention educational (JDEP) program.
- Students who transferred to a long-term care and treatment (LTCT) facility that does not offer a high school diploma.

Note: For transfers to federal programs, such as Job Corps, see codes 2B and 3D. For institutions that do not provide education, like some adult correctional facilities, use code 3C.

CATEGORY 3

3A – Indicates students who withdrew for personal or academic reasons. This code will also require a Withdrawal Factor Code.

Examples:

- Students who drop out because of failing grades, employment, pregnancy, or general dissatisfaction with school.
- Students who inform the school that they are dropping out.

3B – Indicates students who have exceeded the age requirements, including any religious or cultural age limits recognized by state law or policy.

Examples:

- Students who are past the age in which a free, appropriate public education must be provided by the district and who have not met the state graduation requirements.
- Students whose religious beliefs prohibit attending school past a certain age.

3C – Indicates students who were removed from the education system for reasons other than health and are not expected to return.

Examples:

- Students who are permanently expelled.
- Students placed by the court in facilities where education services are not provided, such as some adult correctional facilities.

Note: Students who transfer to an education-providing facility, such as a juvenile detention education (JDEP) program, should be exited with a 2D End Date code.

3D – Indicates students exited to enroll in adult education or some type of education program that does not lead to a diploma or other credential recognized by the State.

Examples:

- Students who are enrolled in Job Corps programs or other programs that do not lead to a high school diploma.
- Students enrolled in a GED test preparation program, who have not yet earned a GED.
- Students enrolled in adult education programs that do not lead to a regular high school diploma.

3E – Indicates students who are not enrolled and their status is unknown.

Examples:

- Students who are not known to be attending school, or for whom no appropriate transfer documentation has been obtained.
- Students who are dropped from the attendance roster for excessive truancy.
- Students believed to have moved away but for whom the district cannot verify enrollment in school elsewhere.

3F – Indicates students who did not re-enroll by October 1 as expected after completing the prior school year.

Example:

- Students who indicated at the end of the school year they would be returning to the same school the following year and were coded as 1A for the Annual ADM collection, but did not re-enroll as of October 1 of the following school year.

Note: This code is intended for students who were enrolled through the end of the school year only. Students who withdrew before the end of the school year should not be reported with a 3F code.

CATEGORY 4

4A – Indicates students who have completed an approved program of study, met all state or district requirements for a high school diploma, and were awarded a high school diploma. Student does not intend to participate in a post graduate scholars program.

Example:

- Students who have met all requirements for and have been awarded a regular diploma and are not expected to continue their enrollment, or who have been awarded a modified, extended, or adult high school diploma.

Note: Remember to submit the appropriate diploma type code – regular, modified, extended, or adult high school diploma. Students who have not met all diploma requirements, including essential skills, may not be reported with this code. ADM Business rules disallow funding for students who have previously been reported with end date code 4A, diploma type code 1.

4B – Indicates students who have completed an approved program of study for high school completion but did not meet all the state or district requirements for a high school diploma.

Example:

- Students who completed all course requirements but were unable to demonstrate mastery of required Essential Skills.

*Note: Students who did not meet their essential skills by June 30 of the school year but are anticipated to meet them over the summer, should be coded as a 1A in Annual ADM and then submitted as a Program Type 14 record in First Period. Students who did not earn all the required credits should be coded as 1A (continuing) if they are expected to return for a fifth year. If they do not return, change the 1A code to 3F (completed prior school year but did not reenroll). Students who did not earn the required credits and are not expected to return should be coded with a 3A (withdrew for personal or academic reasons). **Do not use 4B to report a student who earned a modified diploma.***

Note: Essential Skills requirements were suspended for 2019-20 through 2023-2024.

4C – Indicates students who completed a program of study that did not address state diploma requirements and were awarded a certificate of achievement or attendance.

Examples:

- Students who are special education students who satisfied an IEP but do not qualify for a regular, modified, extended, or adult high school diploma.
- Students in Alternative Programs who are issued a certificate of attendance.
- Students who are awarded a district-defined alternative certificate as outlined in OAR 581-022-2020.

4D – Indicates students who completed a career and technical education program and earned a certificate recognized by the district.

Example:

- Students who completed a career and technical education program and earned a certificate other than a diploma.

4E – Indicates students who passed an equivalency examination through an approved program, such as the GED.

Example:

- Students who passed all required GED exams and were awarded a GED. Documentation is required to use this ADM end date code.

Note: Adult High School Diplomas are recorded under 4A.

4F – Indicates students who have completed all state or local requirements for graduation but have not been awarded a diploma due to pursuit of further education in the district.

Example:

- Students who have met diploma requirements but have been enrolled in high school for fewer than four years, and are continuing their enrollment.

Note: 4F must be followed by a 4A or 4G code indicating that the diploma was awarded.

Students who have been enrolled in high school for four or more years may not be reported with this code.

4G – Indicates students who have completed an approved program of study, met all state or district requirements for a high school diploma, and who were awarded a high school diploma. Students qualified for and intend to participate in a Post Graduate Scholars program.

Example:

- Students who have met the requirements for a regular or modified diploma and have been in high school for four or more years. The student plans to participate in postgraduate scholars for the next year.

Note: Records using ADM End Date Code 4G must also use ADM Diploma Type Code 1 or 2 (Regular or Modified High School Diploma). Essential Skill codes and dates are required according to the student's high school entry year.

CATEGORY 5

5A – Indicates students who are not attending school for disciplinary or other eligibility reasons, but are eligible to enroll at a later date. These students are expected to return to school at some point.

Example:

- Students who are expelled or suspended for a significant period of time, but not permanently.
- Students who have not presented proper evidence of required immunizations.

5B – Indicates students who are not receiving services currently due to long-term medical conditions but would be eligible to return to school upon completing a treatment program or recovery.

Examples:

- Students who are participating in a drug treatment program or residing in rehabilitative centers. (This code is for students not receiving educational services and does not include students attending a Long Term Care and Treatment (LTCT) education program where they are receiving educational services.)
- Students who are chronically ill, or suffer from an illness of such severity they cannot receive educational services.

5C – Indicates Oregon students who exit to participate in a foreign exchange program and are eligible to return to school in the United States. Documentation is required.

Example:

- Students who are out of the United States participating in a foreign exchange program.

Note: This is for students from the U.S. attending in another country, not students from another country attending a foreign exchange program in the U.S. and then exiting back to their home country.

5D – Indicates students who exit the district and enroll in an early admission college program but are eligible to return to graduate.

Example:

- Students who are enrolled in a post-secondary school prior to earning a high school diploma. Students who exited the district but are continuing to fulfill state high school graduation requirements while earning post-secondary credit.

Note: This code is not for students who are earning post-secondary credit through a district program, such as Expanded Options, Dual Credit, or Post Graduate Scholars.

5E – Indicates students who are withdrawn and under compulsory attendance age.

Example:

- Students who are enrolled and withdrawn from school (usually for reasons of immaturity), but are eligible to return.

Note: The current compulsory attendance age in Oregon is age 6 as of September 1 of the current school year.

CATEGORY 6

6A – Indicates students who have died or have become permanently incapacitated. Documentation is required.

Examples:

- Students who have died.
- Students who have become permanently incapacitated, either physically or mentally, and are not expected to return to school within their lifetime.

6B – Indicates students who have returned to school after receiving a completion credential or after they have reached the age until which the State guarantees a free, appropriate public education, and have subsequently exited school.

Examples:

- Students who have earned a GED and then re-enrolled to pursue a high school diploma and exited again without earning the diploma.
- Students who earned a degree other than a regular or modified diploma from another state prior to their Oregon high school enrollment, and exited Oregon enrollment without earning another diploma.
- Students who were previously exited as dropouts when they exceeded age limitations, but have re-enrolled as paid tuition students and exited again.
- Students who have participated in up to one year of college coursework through the Post Graduate Scholars program, then exited.

Note: Do not report the award of a credential multiple times. Students who were awarded a modified diploma, for example, should be reported only once as having been awarded a modified diploma. Subsequent exits should use this code (6B).